

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

CITY MANAGER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The City Manager is the third level in a three level Executive series. Incumbents are responsible for enforcing and administering the City Charter and all laws and ordinances governing the City, coordinating and directing all activities of City Departments, leading the development of long-range and strategic goals and plans, and managing the administrative activities and concerns of the City. The incumbent is appointed by, instructed by, makes recommendations to, and is responsible to the Mayor.

The City Manager is distinguished from the Assistant City Manager by its responsibility for directing the activities of all City departments.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
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| 1. | Provides strategic leadership and direction to internal departments, offices, and agencies. | Daily
25% |
| 2. | Advises the Mayor on the creation, organization, conduct, operation, alteration, or abolition of the various departments, offices, and agencies of the City government. | Daily
25% |
| 3. | Confers with and addresses the business community, citizens, civic groups, and other interested parties who have needs, problems, or issues related to City government. | Daily
5% |
| 4. | Participates in/on a variety of meetings, committees, task forces, and/or other related groups in order to receive and convey information as a representative of the City. | Weekly
10% |
| 5. | Directs and oversees the preparation of staff reports, agreements, contracts, resolutions, ordinances, and/or other applicable documents. | Weekly
10% |
| 6. | Plans the future welfare of the City and coordinates related City resources; seeks funding for various capital improvements. | Weekly
5% |
| 7. | Provides guidance and reviews the annual budget preparation for submission to the City Council; controls City expenditures. | Monthly
5% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
8.	Directs and oversees the establishment of financial and accounting records and procedures to ensure the accurate reflection of the City's current financial status.	Occasion- ally 5%
9.	Directs and oversees the establishment of an effective purchasing system for all City offices, departments, and agencies.	Occasion- ally 5%
10.	Appoints, suspends, or removes department heads and officers of the City; approves or disapproves proposed appointments and removals of deputies, assistants, and subordinate employees by department heads or officers.	Occasion- ally 5%
11.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in a related field and six years of executive or high level management experience in a municipal government are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Valid State of California Driver's License, Class C.

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Knowledge (position requirements at entry):

Knowledge of:

- Management principles, practices, and theories;
- Public administration and governmental operations;
- Municipal accounting and financial management principles;
- Strategy development principles and procedures;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Economic development and redevelopment principles;
- Program development and administration principles and practices;
- Project management principles and practices;
- Conflict mediation principles;
- Community and public relations principles and practices.

Skills (position requirements at entry):

Skill in:

- Providing leadership and direction;
- Ensuring policy directions are achieved;
- Using computers and related software applications;
- Managing multiple priorities simultaneously;
- Analyzing and developing policies and procedures;
- Reading, interpreting, applying, explaining, and ensuring compliance with applicable Federal, State, and Local laws, codes, policies, procedures, rules, and regulations;
- Analyzing and reviewing reports;
- Presenting ideas and concepts persuasively;
- Speaking in public;
- Reviewing and approving official documents;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Managing consultant contracts;
- Mediating and resolving conflict;
- Preparing and administering budgets;
- Managing change and sensitive topics;
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
- Maintaining community and public relations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to **give and/or** receive work direction.

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Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
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